

Starting New Hires Policy

Paradise Pizza - Starting New Hires Policy

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Applicants hired by store management must be approved to work by the Recruiter. This includes, but is not limited to, new hires completing all necessary sign offs, and attending an Orientation scheduled and held by the Recruiter or an approved Trainer.

Applicants attending Orientation will not affect any store's labor, and they will get compensated for their time separately.

New hires starting outright in their intended store for their first day will not affect the store's labor for the first 2 hours. This will be determined by the Recruiter on a case to case basis.

Once an Applicant has completed Orientation and is ready to start, the store's GM/AGM has 24hrs from notice via Google Chat to decide the new hire's start date and time not to exceed 7 days from Orientation day, unless requested by the applicant.

The following criteria must be met for the new hire's first shift:

- GM/AGM must be on shift for the entire duration of the new hire's first shift.
- GM/AGM must be training new hires directly. Example, AGM driving shifts won't give adequate training to new hires working inside.
- Delivery Experts must start with inside training for minimum 2 hrs before going on their first solo delivery, NOT including the minimum of one ride along with an experienced Delivery Expert/GM/AGM.
- We do not start new hires on Friday's.
- We do not start multiple new hires on the same day.
- Rehires may be started under different conditions, determined by the Recruiter on a case to case basis.

Store management will be given 24 hours to decide a new hire's start date and time. They will be notified via Google Chat.

If store management exceeds the allocated 24 hours, the Recruiter will decide the new hire's start date and time. Depending on the staffing situation, or circumstances with a new hire, the Recruiter may decide the start date and time for the store initially, and would notify store management via Google Chat chat. If a determined start date and time conflicts with scheduled business in some way, store management can communicate with the Recruiter through group Google Chat.

At the end of a new hire's first shift, the GM/AGM must complete the Zenput form titled "NEO - New Hire Schedule". It will require the new employee's next 3 shifts to be determined, documented, and signed by the GM/AGM and the new employee. This is regardless of any changes to a new week's store schedule. This MUST be filled out with the new employee, NOT after they leave on their first day. The new employee and Recruiter will receive a copy of this via email upon submission. Failure to do so will result in disciplinary action leading up to loss of bonus or termination.

If store management would like to handle the hiring/rehiring of an applicant, they must notify the Recruiter when they reach out to the applicant initially, to avoid confusing applicants with redundant communication.

Before submitting the CBC, the store management MUST:

- Conduct the vehicle inspection

(if DE)

- Administer the drug test
- Certify the applicant's I-9
- Email the driver items to kellie@uptonsins.com
 - CC christopher@paradisepizza.org and jonathan@paradisepizza.org

Store management must complete the new Zenput form "NEO - Store Hiring", the same day as the CBC is submitted.

The Recruiter will handle the applicant from that point on, to include:

- Scheduling and conducting the Orientation
- Administering the initial uniform
- Putting the new hire into Pulse
- Converting them to an employee in Allpay.
- Communicating between the store and new hire regarding scheduling the first shift.

If any applicants reach out to the store regarding hiring, please give them my business card / email, christopher@paradisepizza.org. (All stores will receive business cards for the recruiter / trainer)

This process will evolve over time, and adjustments will be made. Additional sign offs may be required.

Signatures #3116, #3176, #3802, #3882, #5161, #5166, #8604

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